



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA

Vacancy Announcement 16-1 Procurement Specialist

Position:	Procurement Specialist I-II
Vacancy Number:	16-1
Salary Range:	CL 25-26 (\$38,704-69,289) Depending on Qualifications
Closing Date:	Open Until Filled
Location:	Pensacola, FL

The United States District Court for the Northern District of Florida is seeking qualified applicants for the position of Procurement Specialist I-II. The Procurement Specialist performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, equipment, and furnishings within a set dollar amount, and preparing bids, as required. Occasional travel may be required.

Representative Duties

- Assess requests for goods and services while ensuring they are permissible pursuant to all policies and requirements. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track expenditures.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Review, evaluate, and verify invoices from suppliers and prepare payment vouchers, including supporting documentation, for approval.
- Adhere to the Guide to Judiciary Policy and all local procurement policies and procedures. Adhere to the court's internal control procedures and separation of duty practices.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their history.
- Draft specifications, solicitations, and requests for qualifications/proposals.
- Assist in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations with requesters, subject matter experts, and management.
- Assist in the negotiation with vendors for the best price over contracted services and purchases.
- Provide input on contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving conflicts.
- Assist in writing and/or revising operating procedures for procurement processes.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Assist with the reconciliation of monies deposited, transferred, and distributed by the court unit.
- Perform other related duties as assigned.

Qualifications

- Knowledge of general procurement policies and procedures and the ability to interpret and implement federal judiciary guidelines and policies regarding purchasing;
- Experience with financial systems and protocols needed to maintain purchase order information and invoice payments;
- Skill in preparing and maintaining purchase orders and other similar documents, as well as maintaining detailed records;
- Skill in maintaining separation of duties and the ability to learn the court's internal controls and separation of duty requirements;
- Proven ability to research and interpret guidelines, rules, regulations, and policies relating to the federal judiciary and procurement functions;
- Ability to learn the federal judiciary financial systems to perform the duties of the position;
- Understanding of financial transactions, and the ability to learn responsibilities and requirements that are specific to the federal judiciary;
- Skill in planning and coordinating time and delivery of purchases;
- Skill and accuracy in mathematical calculations and data entry;
- Proven ability to work well with others.

Judgment and Ethics

- Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) with requesters and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures;
- Ability to communicate with requesters to determine actual needs;
- Ability to evaluate whether proposed purchases will meet those needs and the ability to offer alternates to achieve customer needs.

Information Technology and Automation

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications;
- Skill in the use of systems used for preparing purchase orders, and completing other procurement related tasks.

Employment Information and Benefits

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "At Will" employees and are required to adhere to the Code of Conduct for Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

Applicant Information

This position will be located in the Pensacola Division of the United States District Court for the Northern District of Florida. Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check and employment is conditional until a suitability determination is complete.

Qualified applicants should submit a resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: Vacancy Announcement 16-1
Northern District of Florida
Office of the Clerk of Court
111 N. Adams Street Suite 322
Tallahassee, FL 32301

Applications may also be submitted electronically to Charmaine_Steiner@flnd.uscourts.gov. First review of applications will be on June 17, 2016. To receive first consideration the application must be received by June 16, 2016, by close of business. The position is open until filled. The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER